



BIG PLAINS WATER SPECIAL SERVICE DISTRICT MEETING

1777 N Meadowlark Dr, Apple Valley
Wednesday, October 23, 2024 at 6:30 PM

AGENDA

Notice is given that a meeting of the Water District of the Town of Apple Valley will be held on **Wednesday, October 23, 2024**, commencing at **6:30 PM** or shortly thereafter at **1777 N Meadowlark Dr, Apple Valley**.

Chairman | Michael Farrar

Board Members | Kevin Sair | Jane Prentice | Annie Spendlove | Scott Taylor

Please be advised that the meeting will be held electronically and broadcast via Zoom. Persons allowed to comment during the meeting may do so via Zoom. Login to the meeting by visiting:

<https://us02web.zoom.us/j/82661513795>

if the meeting requests a password use 1234

To call into meeting, dial (253) 215 8782 and use Meeting ID 8266151 3795

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

DECLARATION OF CONFLICTS OF INTEREST

DISCUSSION AND ACTION

- [1.](#) Resolution BPW R-2024-17, Authorizing the Provision of Water at No Charge To The Grassroots Garden Committee for the Community Garden.
- [2.](#) Approval for the Big Plains Water Special Service District to deed parcel AV-1366-A-8-C back to the Town of Apple Valley for the establishment of a Cedar Point Fire Station.

CONSENT AGENDA

The Consent Portion of the Agenda is approved by one (1) non-debatable motion. If any Board Member wishes to remove an item from the Consent Portion of the agenda, that item becomes the first order of business on the Regular Agenda.

- [3.](#) September 2024 Water Usage Comparison.
- [4.](#) Disbursement Listing for September 2024.
- [5.](#) Budget Report for Fiscal Year 2025 through September 2024.

APPROVAL OF MINUTES

- [6.](#) Minutes: September 25, 2024.

CHAIR REPORT

REQUEST FOR A CLOSED SESSION

ADJOURNMENT

CERTIFICATE OF POSTING: I, Jenna Vizcardo, as duly appointed Recorder for the Town of Apple Valley, hereby certify that this Agenda was posted at the Apple Valley Town Hall, the Utah Public Meeting Notice website <http://pmn.utah.gov>, and the Town Website www.applevalleyut.gov.

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL COMMUNITY EVENTS AND MEETINGS

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the Town at 435-877-1190 at least three business days in advance.

BIG PLAINS WATER SPECIAL SERVICE DISTRICT**RESOLUTION NO. BPW-R-2024-17****A RESOLUTION AUTHORIZING THE PROVISION OF WATER AT NO CHARGE TO THE GRASSROOTS GARDEN COMMITTEE FOR THE COMMUNITY GARDEN**

WHEREAS, the Big Plains Water Special Service District (“District”) recognizes the importance of community-driven initiatives that contribute to the well-being, sustainability, and environmental stewardship of the town;

WHEREAS, the Grassroots Garden Committee (“Committee”) has been granted use of town-owned land to establish and maintain a community garden for the benefit of town residents;

WHEREAS, the success of the community garden depends on access to water, which is essential for maintaining healthy crops and fostering community involvement;

WHEREAS, the District supports initiatives that promote responsible water use, sustainability, and educational opportunities related to agriculture and gardening;

WHEREAS, the District seeks to contribute to the long-term success of the community garden by providing water at no charge to the Committee;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Big Plains Water Special Service District, Utah, as follows:

1. **Approval of Water Provision:** The District hereby authorizes the provision of water at no charge to the Grassroots Garden Committee for use in the community garden located across (west) from the cemetery.
2. **Terms of Use:**
 - a. The Committee shall be responsible for ensuring efficient and sustainable water use in accordance with District guidelines.
 - b. The District reserves the right to monitor water usage to ensure it aligns with community and environmental standards.
3. **Duration of Support:** The District shall provide water at no charge for an initial term of 5 years, subject to review and renewal based on the garden's ongoing success and water usage.
4. **Termination:** The District reserves the right to terminate this agreement with 60 days’ written notice if deemed necessary due to water shortages or other district concerns.
5. **Effective Date:** This Resolution shall take effect immediately upon its adoption and shall remain in force as specified unless amended by the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of Big Plains Water Special Service District, Utah, this 23rd of October, 2024.

BIG PLAINS WATER SPECIAL SERVICE DISTRICT

Chairman, Michael L. Farrar

ATTEST:

Recorder, Jenna Vizcardo

	AYE	NAY	ABSENT	ABSTAIN
Chairman Michael Farrar	_____	_____	_____	_____
Board Member Kevin Sair	_____	_____	_____	_____
Board Member Janet Prentice	_____	_____	_____	_____
Board Member Annie Spendlove	_____	_____	_____	_____
Board Member Scott Taylor	_____	_____	_____	_____

Big Plains Water Special Service District**WATER USAGE ANALYSIS**

	COMPARABLE ACCTS			TOTAL SYSTEM		
	2024/2025	2023/2024	Over/ (Under)	2024/2025	2023/2024	Over/ (Under)
JUL 2024	5,636,140	4,175,649	1,460,491	8,878,424	5,479,963	3,398,461
AUG	5,668,974	5,186,555	482,419	6,948,130	6,109,615	838,515
SEP	5,312,309	3,383,692	1,928,617	6,979,299	3,797,812	3,181,487
OCT			0			0
NOV			0			0
DEC			0			0
JAN 2025			0			0
FEB			0			0
MAR			0			0
APR			0			0
MAY			0			0
JUNE			0			0
FY2025 SUBTOTALS	16,617,423	12,745,896	3,871,527	22,805,853	15,387,390	7,418,463
	2025/2026	2024/2025	Over/ (Under)	2025/2026	2024/2025	Over/ (Under)
JUL 2025			0			0
AUG			0			0
SEP			0			0
OCT			0			0
NOV			0			0
DEC			0			0
JAN 2026			0			0
FEB			0			0
MAR			0			0
APR			0			0
May			0			0
JUNE			0			0
FY2026 SUBTOTALS	0	0	0	0	0	0

Comparable Accounts: Had usage in both years

Total System: All usage

**Big Plains Water Special Service District
Disbursement Listing**

Item 4.

Checking - SBSU Operating - 09/01/2024 to 09/30/2024

Payee Name	Reference Number	Payment Date	Payment Amount	Void Date	Void Amount	Source
Payroll	0906241200	09/06/2024	\$1,825.54			Paycheck
Internal Revenue Service	EFTPS0906202	09/06/2024	\$553.70			Payroll
Utah Retirement Systems	URS09062024	09/06/2024	\$377.08			Payroll
Harsh, Daniel	X999	09/06/2024	\$0.00			Paycheck
Buck's Ace	1589	09/09/2024	\$106.59			Purchasing
Pelorus Methods	1590	09/09/2024	\$500.00			Purchasing
Sair, Kevin & Nichole	1591	09/09/2024	\$20.00			Purchasing
Steamroller Copies	1592	09/09/2024	\$50.00			Purchasing
Town of Apple Valley	1593	09/09/2024	\$6,488.86			Purchasing
Southwest Utah Public Health Departme	1594	09/09/2024	\$75.00			Purchasing
Ruesch & Reeve	1595	09/09/2024	\$600.00			Purchasing
State Bank of Southern Utah	SBSU09092024	09/09/2024	\$2,509.04			Purchasing
Utah Local Governments Trust	ULGT09092024	09/09/2024	\$6,665.07			Purchasing
Utah State Division of Finance	1596	09/11/2024	\$4,000.00			Purchasing
USDA Rural Development	USDA09162024	09/15/2024	\$1,269.00			Purchasing
Rocky Mountain Power Company	RMP9162024	09/16/2024	\$3,032.63			Purchasing
USDA Rural Development	USDA09162024	09/16/2024		09/16/2024	\$1,268.99	Purchasing
USDA Rural Development	USDA9162024	09/16/2024	\$9,271.00			Purchasing
Buck's Ace	1597	09/18/2024	\$40.78			Purchasing
Scholzen Products Company, Inc.	1598	09/18/2024	\$171.67			Purchasing
Steamroller Copies	1599	09/18/2024	\$15.06			Purchasing
Public Employees Health Program	1600	09/19/2024	\$518.06			Payroll
Harris, Dale E.	X999	09/19/2024	\$0.00			Paycheck
Payroll	0920241200	09/20/2024	\$1,777.09			Paycheck
Internal Revenue Service	EFTPS9202024	09/20/2024	\$553.70			Payroll
Utah Retirement Systems	URS9202024	09/20/2024	\$366.69			Payroll
			\$40,786.56		\$1,268.99	

Big Plains Water Special Service District
Operational Budget Report
51 Big Plains Water & Sewer SSD - 07/01/2024 to 09/30/2024
25.00% of the fiscal year has expired

Item 5.

	Prior YTD	Current Month	Current YTD	Annual Budget	Percent Used
Income or Expense					
Income From Operations:					
Operating income					
5140 Water Sales	102,928.10	50,683.84	164,364.07	442,400.00	37.15%
5150 Water Standby Fees	8,719.68	3,992.50	12,165.08	33,000.00	36.86%
5310 Connection Fees	0.00	0.00	0.00	6,700.00	0.00%
5410 Late Penalties and Fees	624.69	408.95	1,141.20	3,000.00	38.04%
5490 Other Operating Income	20,638.92	(59.00)	(1,359.92)	2,250.00	-60.44%
Total Operating income	132,911.39	55,026.29	176,310.43	487,350.00	36.18%
Operating expense					
6010 Clerical Contractor Labor	0.00	0.00	0.00	300.00	0.00%
6011 Town Interlocal Agreement Costs	0.00	5,000.00	10,000.00	60,000.00	16.67%
6013 Water Salaries and Wages	0.00	4,615.40	16,153.90	75,000.00	21.54%
6014 Water Benefits	0.00	1,723.63	3,988.42	25,000.00	15.95%
6023 Travel	148.14	0.00	0.00	500.00	0.00%
6024 Training	862.37	0.00	0.00	1,200.00	0.00%
6025 Books/Subscriptions/Memberships	0.00	0.00	530.20	2,800.00	18.94%
6030 Admin Supplies and Expenses	1,714.30	500.00	914.95	5,000.00	18.30%
6032 Postage	0.00	0.00	0.00	200.00	0.00%
6035 Bank Service Charges	0.00	0.00	(8.00)	100.00	-8.00%
6040 Professional Service	9,968.25	40.50	1,313.10	15,000.00	8.75%
6043 Accounting & Audit Fees	350.00	0.00	0.00	20,000.00	0.00%
6044 Water Testing	1,944.22	90.06	1,477.54	10,000.00	14.78%
6045 Legal Fees	13,765.00	600.00	1,450.00	16,000.00	9.06%
6050 System Maintenance and Repairs	5,250.13	352.77	1,126.32	10,000.00	11.26%
6051 System Equipment	5,958.18	0.00	369.99	12,000.00	3.08%
6052 Well Maintenance and Repairs	4,095.00	0.00	115.20	20,000.00	0.58%
6053 Tank Maintenance and Repairs	571.54	15.43	348.85	11,000.00	3.17%
6060 Equipment Costs Other than Fuel	5,314.20	878.28	3,826.50	10,000.00	38.27%
6061 Equipment Fuel	794.85	893.63	1,316.46	6,000.00	21.94%
6067 Utilities	6,902.18	3,032.63	8,490.29	18,000.00	47.17%
6068 Telephone & Internet	384.35	0.00	0.00	1,500.00	0.00%
6070 Insurance	(281.49)	6,665.07	6,665.07	7,000.00	95.22%
6095 Depreciation Expense	38,339.32	13,628.30	40,612.39	145,000.00	28.01%
Total Operating expense	96,080.54	38,035.70	98,691.18	471,600.00	20.93%
Total Income From Operations:	36,830.85	16,990.59	77,619.25	15,750.00	492.82%
Non-Operating Items:					
Non-operating income					
5520 Impact Fees	27,000.00	0.00	0.00	60,000.00	0.00%
5610 Interest Income	2,954.54	1,113.29	3,371.13	9,000.00	37.46%
5690 Sundry Revenue	(6.00)	0.00	0.00	100.00	0.00%
Total Non-operating income	29,948.54	1,113.29	3,371.13	69,100.00	4.88%
Non-operating expense					
6080 Interest Expense	17,162.03	6,914.35	20,775.12	83,110.00	25.00%
Total Non-operating expense	17,162.03	6,914.35	20,775.12	83,110.00	25.00%
Total Non-Operating Items:	12,786.51	(5,801.06)	(17,403.99)	(14,010.00)	124.23%
Total Income or Expense	49,617.36	11,189.53	60,215.26	1,740.00	3,460.65%



BIG PLAINS WATER SPECIAL SERVICE DISTRICT MEETING

BOARD OF DIRECTORS, REGULAR MEETING

1777 N Meadowlark Dr, Apple Valley

Wednesday, September 25, 2024 at 6:30 PM

MINUTES

CALL TO ORDER- Chairman Farrar called the meeting to order at 7:23 p.m., noting the delay was due to the previous meeting running longer than expected.

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chairman Michael Farrar

Board Member Kevin Sair

Board Member Janet Prentice

Board Member Annie Spendlove

Board Member Scott Taylor

DECLARATION OF CONFLICTS OF INTEREST

None declared.

DISCUSSION AND ACTION

1. Well Drilling Permit Application for AV-2178-C. Applicant: Arleigh and Melissa Smith.

Chairman Farrar introduced a well-drilling permit application for parcel AV-2178-C. The property, located off Gould Wash Rd, lacks water access, and the applicants chose to drill their own well, as allowed by district regulations for properties over 1,000 feet from the district's water source. They had already obtained a state permit and realized they also needed a district permit, which requires a \$250 fee. The approval was mostly a formality.

MOTION: Board Member Taylor moved that we approve the Well Drilling Permit Application for AV-2178-C. Applicant: Arleigh and Melissa Smith.

SECOND: The motion was seconded by Board Member Spendlove.

VOTE: Chairman Farrar called for a vote:

Board Member Prentice - Aye

Board Member Sair - Aye

Chairman Farrar - Aye

Board Member Spendlove - Aye

Board Member Taylor - Aye

The vote was unanimous and the motion carried.

2. Selling F-250 Truck.

Chairman Farrar introduced the second agenda item, which involved selling the town's old F-250 truck. The town recently purchased a new 2018 Chevrolet truck, making the F-250 unnecessary. Chairman Farrar noted that the F-250 has high mileage, an outdated engine, and minimal value despite several upgrades. He estimated that the town might get \$2,000 to \$5,000 for it at auction. The plan is to put the truck up for auction, though there was discussion about possibly listing it locally first. Michelle Kinney was tasked with handling the sale process.

MOTION: Board Member Prentice motioned that we shall sell the F-250.

SECOND: The motion was seconded by Board Member Sair.

VOTE: Chairman Farrar called for a vote:

Board Member Prentice - Aye
 Board Member Sair - Aye
 Chairman Farrar - Aye
 Board Member Spendlove - Aye
 Board Member Taylor - Aye

The vote was unanimous and the motion carried.

CONSENT AGENDA

3. Disbursement Listing for August 2024.
4. Budget Report for Fiscal Year 2025 through August 2024.
5. August 2024 Water Usage Comparison.
6. Minutes: August 21, 2024.
7. Minutes: September 4, 2024.

Chairman Farrar reviewed the consent agenda. The chairman clarified that the only unusual expense was from KNOX Autoworks, which related to the new truck purchase, and called for a motion to approve.

MOTION: Board Member Sair motioned that we approve number 3. Disbursement Listing for August 2024, number 4. Budget Report for Fiscal Year 2025 through August 2024, number 5. August 2024 Water Usage Comparison, number 6. Minutes: August 21, 2024, and 7. Minutes: September 4, 2024.

SECOND: The motion was seconded by Chairman Farrar.

VOTE: Chairman Farrar called for a vote:

Board Member Prentice - Aye
 Board Member Sair - Aye
 Chairman Farrar - Aye
 Board Member Spendlove - Aye
 Board Member Taylor - Aye

The vote was unanimous and the motion carried.

REQUEST FOR A CLOSED SESSION

No request.

ADJOURNMENT

MOTION: Board Member Prentice motioned to adjourn.

SECOND: The motion was seconded by Board Member Taylor.

VOTE: Chairman Farrar called for a vote:

Board Member Prentice - Aye

Board Member Sair - Aye

Chairman Farrar - Aye

Board Member Spendlove - Aye

Board Member Taylor - Aye

The vote was unanimous and the motion carried.

The meeting was adjourned at 7:30 p.m.

Date Approved: _____

Approved BY: _____

Chairman | Michael Farrar

Attest BY: _____

Clerk/Recorder | Jenna Vizcardo